

Division of Community Nutrition

<i>Subject:</i> Multi-User Electric Breast Pumps		<i>Policy:</i> BF 04.3
<i>Reference:</i> C.F.R. §246.2	<i>Effective:</i> January 6, 2025	<i>Supersedes:</i> March 14, 2022

I. Policy:

Multi-user breast pumps are loaned and double attachment kits issued to WIC participants to establish, maintain, or collect breast milk when the milk production is at risk.

Multi-user breast pumps may not be loaned to breastfeeding WIC employees unless they are WIC participants.

II. Procedure(s):

A. Loan multi-user electric breast pumps and attachment kits based on the following priority:

- 1) Priority 1: Hospitalized participant or infant or the participant is temporarily on medication that contraindicates breastfeeding.
- 2) Priority 2: Relactation (bottle-feeding but decides to breastfeed)
- 3) Priority 3: Special Circumstances – at the discretion of the district Breastfeeding Coordinator / Designated Breastfeeding Expert (DBE). Ensure documentation of the special circumstance is clearly detailed in the Crossroads Family Care Plan.

B. The Breastfeeding Coordinator / designee shall:

- 1) Ensure the participant is a pregnant or breastfeeding active WIC Participant before issuing a multi-user breast pump.
 - a. If enrolled as a pregnant participant, certify the mother as breastfeeding within 10 days of issuing the pump.
 - b. A participant who is determined ineligible for WIC benefits will be given the Letter of Ineligibility, WIC-315, and be required to return the breast pump.
- 2) Assure participants are educated on pumping frequency to maintain and establish milk production.
- 3) Assure participants are educated about hand expression utilizing a breast model.
- 4) Assure the participant is able to assemble and disassemble the pump.
- 5) Provide USDA milk storage guidelines on the handling and storage of breast milk.

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- 6) Assure participants are educated to discontinue the use of the pump if discomfort occurs.
 - 7) Report the loss or damage of electric breast pumps to the State WIC Office.
 - 8) Assure that participants are instructed to wipe down pump with a water dampened cloth before return.
 - 9) Assure that the exterior surface of the electric breast pump and carrying case are cleaned with EPA recommended disinfectant prior to re-issuance.
 - a. Spray disinfectant onto a clean cloth and wipe the breast pump and inside and outside of the carrying case, making sure not to spray or pour liquid directly onto the pump.
 - b. Follow the manufacturer's instructions regarding saturation time.
- C. Follow-up is conducted and documented within one week to participants who receive a multi-user electric breast pump in the appropriate (per staff role) section of Crossroads.
- D. Accountability and security of multi-user electric breast pumps
- 1) The breastfeeding coordinator / designee shall be responsible for the care, security, and return of multi-user electric breast pumps.
 - a. In the event that a participant possesses an overdue electric breast pump, the local agency shall attempt to contact the participant via telephone and with a certified overdue breast pump letter, *see WIC P & P Manuel Appendix 18*.
 - b. Document the contact in the family care plan, scan and attach the letter.
 - c. If the local agency has made reasonable attempts to contact and the participant still fails to return the electric breast pump, the local has the option to issue only one month of food benefits at a time to the participant until the electric breast pump has been returned.
 - 2) All multi-user electric breast pumps and attachment kits are stored in a secure area.
 - 3) All multi-user electric attachment kits are stored in original, unopened packaging.
 - a. The participant must sign the Pump Loan Agreement.

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- b. The breastfeeding coordinator / designee is responsible for the tracking and inventory of multi-user electric breast pumps.
- E. The breastfeeding coordinator / designee may recall a multi-user electric breast pump for a participant with a higher priority.